

**Policy 7.01 Implementation Plan
Region 4 Community Services Division**

Timeframe: July 1, 2009 to June 30, 2010

Plan Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS) of each even-numbered year.

Progress Report Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS) of each odd-numbered year.

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Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.	2009 Plan Continue to work with IPSS and other DSHS data sources to provide relevant data to support program administration and for decision support	Increase in appropriate referral and services to the Native American population leading to: <ul style="list-style-type: none"> ▪ Increase in WorkFirst participation ▪ Increase in SSI referral and approval ▪ Increased Employment & Training services other than WorkFirst ▪ Increased participation by eligible tribal members in the Basic Food Program 	Gary Hartline, Rick Krauss, CSO staff, Sharon Curley (Muckleshoot) Matt Mattson & Roxanne Finney (Snoqualmie) Review date 10/31/2009	Gary Hartline, Rick Krauss, Shelley Ronnfeldt, Mary O'Brien and Rosi Frances (IPSS) met with Sharon Curley from the Muckleshoot Tribe. Reports requested: <ol style="list-style-type: none"> 1. List of cases coded as containing Muckleshoot members that have been terminated from the TANF program in the previous twelve months 2. List of all active cases residing in King County coded as containing Muckleshoot members. Show active program and zip code. 3. List of all active cases residing in zip codes 98002 and 98092 coded as containing Native American members. Show active program and zip code. Reports have been developed and data will be shared at the next meeting with tribal representatives The Snoqualmie Tribal representatives have changed since the last meeting. A meeting is being scheduled with the new representatives.

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	2008 Plan Continue to work with IPSS and other DSHS data sources to provide relevant data to support program administration and for decision support	Increase in appropriate referral and services to the Native American population leading to: <ul style="list-style-type: none"> ▪ Increase in WorkFirst participation ▪ Increase in SSI referral and approval ▪ Increased Employment & Training services other than WorkFirst 	Gary Hartline, Rick Krauss, CSO staff, Marie Ramirez, Sharon Curley Review date 10/31/2008	<p>Gary Hartline and Rick Krauss recently met with Sharon Curley of the Muckleshoot Nation. DSHS will continue to share pertinent caseload data with tribal representatives upon request. DSHS continues to work with tribal members to engage them in the WorkFirst program. At this time an out stationed staff person provides TANF / WorkFirst services at Tribal facilities. The Muckleshoot have recently announced their intent to begin a Tribal TANF program soon. DSHS will work with the Muckleshoot towards a smooth transition, including providing pertinent data.</p> <p>The Urban Native American population is primarily served through the Belltown office. Outreach staff participates in community forums focused on Native American issues. Appropriate data is provided to these groups upon request.</p> <p>DSHS will continue to work with the Snoqualmie Nation to identify and provide relevant data based on program and service needs</p>

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Ensure efforts are made to recruit/hire American Indian staff to meet the overall DSHS goal of having a diverse workforce.	<p>2009 Plan Continue to work with Personnel to ensure job announcements are sent to the appropriate staff at the Muckleshoot and Snoqualmie tribes, urban and community agencies that provide services to American Indians.</p> <p>The Region 4 Diversity Workgroup has a lead role in recruitment and retention of a diverse workforce.</p>	A Region 4 CSD that reflects a diverse workforce achieved through recruitment and hiring efforts. As measured by: Statistical data regarding employment trends.	<p>Gary Hartline, Region 4 CSD HR, R4 Diversity Workgroup, IPSS Liaison</p> <p>Review date 10/31/2009</p>	<p>The Muckleshoot tribe has expressed interest in the online employment application process. Region 4 will identify outreach resources and coordinate this activity. <i>(The department has been under a hiring freeze, so recruitment and hiring activities are at a minimum. Once the freeze is lifted, Region 4 will proceed with this initiative)</i></p> <p>The same outreach activities will be offered to the Snoqualmie tribe.</p>

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	<p>2008 Plan Continue to work with Personnel to ensure job announcements are sent to the appropriate staff at the Muckleshoot and Snoqualmie tribes, urban and community agencies that provide services to American Indians.</p> <p>Region 4 has initiated a Diversity Workgroup that will take a lead role in recruitment and retention of a diverse workforce.</p>	<p>A Region 4 CSD that reflects a diverse workforce achieved through recruitment and hiring efforts. As measured by: Statistical data regarding employment trends.</p>	<p>Gary Hartline, Region 4 CSD HRCA1, R4 Diversity Workgroup, IPSS Liaison</p> <p>Review date 10/31/2008</p>	<p>Currently the Region 4 IPSS liaison position is vacant. In the past this position routed job announcements to the tribes. Once the IPSS position is filled, DSHS will resume forwarding job announcements.</p> <p>Upon request, Region 4 CSD will offer assistance for tribal members submitting employment applications through the online e-recruitment system.</p> <p>Region 4 CSD has started forwarding job postings to Carmelita Adkins for dissemination.</p> <p>At the March 2007 meeting with the Snoqualmie the new hiring process was shared. Carmelita and Klaire will look at having training provided for tribes on the job application process with DSHS, possibly, in conjunction with Region 5 CSD.</p> <p>Data regarding the number of Native Americans working in Region 4 CSD will be provided to Carmelita to share with the tribes in region 4.</p>

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Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, contracts, or processes.	2009 Plan Continue to meet periodically with tribal representatives and community agencies to ensure services and processes for Native Americans meet client needs and achieve program goals.	Enhanced coordination of services leading to clients self sufficiency	Gary Hartline, Rick Krauss, CSO staff, Sharon Curley (Muckleshoot) Matt Mattson & Roxanne Finney (Snoqualmie) Review date 10/31/2009	Gary Hartline, Rick Krauss, Shelley Ronnfeldt, Mary O'Brien and Rosi Frances (IPSS) met with Sharon Curley from the Muckleshoot Tribe. Issues Discussed: Communications <ul style="list-style-type: none"> • DSHS will make a good faith effort to provide 30 days notice of all changes impacting the assignment of the out stationed worker. The preferred method of communication is e-mail to the Tribal Social Services Director. • DSHS will make a good faith effort to keep the Tribal Social Service Director apprised of procedural changes that may impact tribal members or the outstation activities. • DSHS will consider submitting articles to the tribal paper to inform members of upcoming changes and other program related information. The Tribal Social Service Director will communicate concerns and provide DSHS feedback regarding out stationed services and staff The Snoqualmie Tribal representatives have changed since the last meeting. A meeting is being scheduled with the new representatives.
	2008 Plan Continue to meet periodically with tribal representatives and community agencies to ensure services and processes for Native	Enhanced coordination of services leading to self sufficiency	Gary Hartline, Rick Krauss, CSO staff, Marie Ramirez, Sharon Curley	In February 2008, Gary Hartline and Rick Krauss met with Sharon Curley to update the plan. Issues discussed include: <ul style="list-style-type: none"> ▪ Continuation of DSHS providing an out stationed staff person

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	Americans meet client needs and achieve program goals.		Review date 10/31/2008	<ul style="list-style-type: none"> ▪ Food Stamp Outreach ▪ Food Stamp Employment & Training Program (FSET) ▪ Transportation initiatives ▪ Soft skills class for ex-offenders ▪ Orientation to DSHS programs for tribal staff <p>Region 4 CSD entered into an agreement with the Snoqualmie tribe to provide an out stationed staff person at the North Bend Family Clinic and Tolt Clinic.</p> <p>Continue to work with the Snoqualmie tribe on service issues as they are identified.</p> <p>Schedule regular update meetings with tribal organizations</p> <p>CSO representatives continue to participate in community forums and work with community partners focused on services for Native Americans including:</p> <ul style="list-style-type: none"> • United Indians of All Tribes • Seattle Indian Health Board • Chief Seattle Club • The Alesek Institute • Community Health Outreach Workers • Native American Advisory Council – SPD • Dutch Shisler Sobering Support Center • Reach Project – Evergreen Treatment Services

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Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint planning, and problem solving.	<p>2009 Plan Maintain ongoing contact with tribal staff and the American Indian Organizations. Set up regularly scheduled meetings with both the Snoqualmie and Muckleshoot tribes to improve communication and Coordination</p> <p>Continue to invite tribal representatives to LPA meetings and other appropriate forums</p>	Documentation of outreach efforts. Record of meeting minutes and attendance rosters. Schedule and hold meetings to improve coordination and communication.	<p>Gary Hartline, Rick Krauss, CSO staff, Sharon Curley (Muckleshoot) Matt Mattson & Roxanne Finney (Snoqualmie)</p> <p>Review Review Date 10/31/2009</p>	<p>Gary Hartline, Rick Krauss, Shelley Ronnfeldt, Mary O'Brien and Rosi Frances (IPSS) met with Sharon Curley from the Muckleshoot Tribe. Issues Discussed:</p> <ul style="list-style-type: none"> • DSHS will make a good faith effort to provide 30 days notice of all changes impacting the assignment of the out stationed worker. The preferred method of communication is e-mail to the Tribal Social Services Director. • DSHS will make a good faith effort to keep the Tribal Social Service Director apprised of procedural changes that may impact tribal members or the outstation activities. • DSHS will consider submitting articles to the tribal paper to inform members of upcoming changes and other program related information. • The Tribal Social Service Director agreed to communicate concerns and provide DSHS feedback regarding out stationed services and staff • Future meetings scheduled: <ul style="list-style-type: none"> ○ Thursday, January 15, 2009 – 7.01 plan update (Cancelled) ○ Thursday, April 16, 2009 ○ Thursday June 18, 2009 ○ Thursday, October 15, 2009 <p>The Snoqualmie Tribal representatives have changed since the last meeting. A meeting is being scheduled with the new representatives.</p>

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	<p>2008 Plan</p> <p>Maintain ongoing contact with tribal staff and the American Indian Organizations. Set up regularly scheduled meetings with both the Snoqualmie and Muckleshoot tribes to improve communication and Coordination</p> <p>Continue to invite tribal representatives to LPA meetings and other appropriate forums</p>	<p>Documentation of outreach efforts. Record of meeting minutes and attendance rosters. Schedule and hold meetings to improve coordination and communication.</p>	<p>Gary Hartline, Rick Krauss, Shelley Ronnfeldt, Alan Kiest, IPSS liaison</p> <p>Review date 10/31/2008</p>	<p>Gary Hartline and Rick Krauss recently met with Sharon Curley of the Muckleshoot Nation</p> <p>DSHS will continue to collaborate with the Snoqualmie tribe on service issues and opportunities as they are identified.</p> <p>DSHS Native American Outreach workers will continue to work with organizations, community groups and forums serving the Native American community</p> <p>DSHS will continue to invite tribal representatives to the appropriate Local Planning Area meetings.</p>

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Identify needs of American Indian clients & communities and whether current programs and policies meet these needs.	<p>2009 Plan Work with IPSS, Tribal staff and Urban agencies to obtain information about what services are needed and how they should be delivered. This will be achieved through the following:</p> <ul style="list-style-type: none"> • Ongoing meetings with Tribal Representatives.. • Efforts of out stationed Muckleshoot/ CSO staff. • Efforts of out stationed Snoqualmie/ CSC staff. • The Belltown Community Workers <p>Support the Muckleshoot Tribe's Federal application for a Tribal TANF Program.</p>	<p>Development of procedures to address unmet needs. Successful implementation and coordination with the Muckleshoot tribal TANF program.</p> <p>Improve access to services throughout stationed staff efforts</p>	<p>Gary Hartline, Rick Krauss, CSO staff, Sharon Curley (Muckleshoot) Matt Mattson & Roxanne Finney (Snoqualmie)</p> <p>Review Date 10/31/2009</p>	<p>Gary Hartline, Rick Krauss, Shelley Ronnfeldt, Mary O'Brien and Rosi Frances (IPSS) met with Sharon Curley from the Muckleshoot Tribe. Issues Discussed:</p> <ul style="list-style-type: none"> • DSHS will work with the Tribal Social Service Director to identify the best methods for sharing client information that are in compliance with confidentiality regulations. Common case staffing with the client present are preferred. • DSHS will clarify policies regarding per capita payments, including garnished per capita funds. <p>DSHS will pursue outreach activities at established tribal functions through outreach contractors and DSHS staff presence. The first scheduled activity will include program outreach at the tribal headquarters during the per capita payment period of December 2,3,&4/2008. DSHS participated at this event</p> <p>The Snoqualmie Tribal representatives have changed since the last meeting. A meeting is being scheduled with the new representatives.</p>

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	<p>2008 Plan Work with IPSS, Tribal staff and Urban agencies to obtain information about what services are needed and how they should be delivered. This will be achieved through the following:</p> <ul style="list-style-type: none"> • Ongoing meetings with Tribal Representatives.. • Efforts of out stationed Muckleshoot/ CSO staff. • Efforts of out stationed Snoqualmie/ CSC staff. • The Belltown Community Workers <p>Support the Muckleshoot Tribe's Federal application for a Tribal TANF Program.</p>	<p>Development of procedures to address unmet needs. Successful implementation and coordination with the Muckleshoot tribal TANF program.</p> <p>Improve access to services through-out stationed staff efforts</p>	<p>Gary Hartline, Rick Krauss, IPSS Liaison,</p> <p>Review Date 10/31/2008</p>	<p>In February 2008, Gary Hartline and Rick Krauss met with Sharon Curley to update the plan. Issues discussed include:</p> <ul style="list-style-type: none"> • Continuation of DSHS providing an out stationed staff person • Food Stamp Outreach – Rick Krauss is meeting with the Korean Woman's Association to explore providing outreach services to tribal members. • Food Stamp Employment & Training Program (FSET) – DSHS is exploring the possibility of providing access to services provided by Green River Community College. • Transportation initiatives – DSHS informed Metro of the Muckleshoot interest in securing vans for support employment and training efforts as well as other transportation needs.. • Soft skills class for ex-offenders – DSHS confirmed with South Seattle Community College that non TANF tribal members could attend the classes offered at the Kent CSO. • Orientation to DSHS programs for tribal staff <p>Region 4 CSD entered into an agreement with the Snoqualmie tribe to provide an out stationed staff person at the North Bend Family Clinic and Tolt Clinic. Services include: Processing applications, reviews and changes for non grant medical. Assisting with general eligibility questions and routing of cash, food and childcare applications, reviews and changes to appropriate offices.</p> <p>Continue to work with the Snoqualmie tribe on service issues as they are identified</p>

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Identify outstanding issues/gaps in service and develop performance expectations, which can be implemented, monitored and evaluated	2009 Plan Work with IPSS Liaison, Tribal staff, Urban and Community Workers to assess gaps and develop appropriate strategies to address them.	Development of a joint strategy to leverage resources, meet unmet needs and resolve any service issues that may have been identified.	Gary Hartline, Rick Krauss, CSO staff, Sharon Curley (Muckleshoot) Matt Mattson & Roxanne Finney (Snoqualmie) Review Review Date 10/31/2009	DSHS will continue to meet with tribal representatives on a regular basis to identify gaps in services and opportunities for improvements. Meetings are scheduled with the Muckleshoot and are in the process of being scheduled with the Snoqualmie tribes.
	2008 Plan Work with IPSS Liaison, Tribal staff, Urban and Community Workers to assess gaps and develop appropriate strategies to address them.	Development of a joint strategy to leverage resources, meet unmet needs and resolve any service issues that may have been identified.	Gary Hartline, Rick Krauss, IPSS Liaison, Review Date 10/31/2008	Mobile technology has been successfully implemented and is currently in use by Outreach staff resulting in increased access and efficiencies. DSHS will continue to meet with tribal representatives on a regular basis to identify gaps in services and opportunities for improvements.
Train ESA staff on major principles of federal Indian law.	2009 Plan Work with IPSS to provide mini Centennial Accord training for appropriate CSO and regional staff.	Higher level of awareness of Native American history including the Centennial Accord	Gary Hartline, & CSO staff, Review Review Date 10/31/2009	Key staff will attend Centennial Accord training Region 4 CSD will look for opportunities to provide Native American history including the Centennial Accord training to staff at all levels.

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	2008 Plan Work with IPSS to provide mini Centennial Accord training for appropriate CSO and regional staff.	Higher level of awareness of Native American history including the Centennial Accord	Gary Hartline, Rick Krauss, CSO Administrators, IPSS Liaison	Gary Hartline, Rick Krauss and Shelly Ronnfeldt attended 7-01 training and planning session in January 2008.